

FIG. 2C

Replacement Sheet

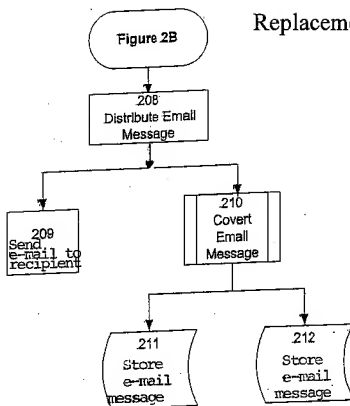
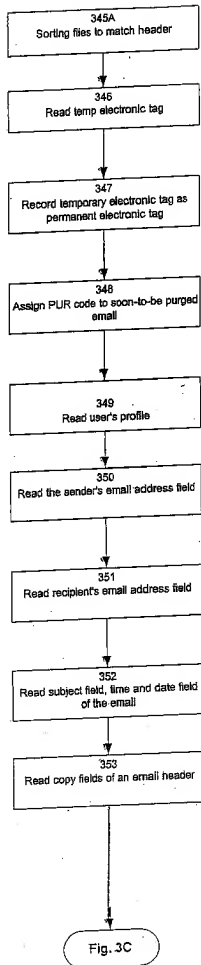


Figure 3B

Replacement Sheet



Replacement Sheet

Figure 8A

The screenshot shows a software window titled "Email Tag" with a menu bar (File, Edit, Message, Transfer, Mailbox, Settings, Options, Help) and a sidebar with buttons (View Tag, Help, Support Services, How To). The main area contains a form for document metadata.

Email Tag

File Edit Message Transfer Mailbox Settings Options Help

View Tag Help Support Services How To

Reference Code: _____
 Software used (auto) _____
 Software version (auto) _____
 Other storage media _____
 Workstation of origin (auto) _____
 Documents original version (auto) _____
 Prepared by (auto) _____
 Passwords and log in verification (auto) _____
 Type of documents (drop down menu) _____
 (Legal, Correspondence, Personnel, Accounting, Finance, Other)

Client name _____ (drop down menu)
 Client # _____ scan match the client name
 Project # _____ scan client name and client #
 Purpose of document (drop down box) _____
 Date (auto) _____
 Time (auto) _____
 Fill in box for text notes _____
 Document Version Number _____
 (auto if you use Save As command)
 Authoritative version: Yes No
 Cross referenced to: (List document codes in drop down menu, click menu
 for further help on BOD)

previous next email

Replacement Sheet

Figure 8B

The image shows a screenshot of a software application window titled "Email Tag". The window has a menu bar with the following items: File, Edit, Message, Transfer, Mailbox, Settings, Special, and Help. On the left side of the window, there is a vertical sidebar with four buttons: "View Tag", "Help", "Support Services", and "How To". The main area of the window contains a form with the following fields and options:

- Reference Code: _____
- Workstation of origin (auto): _____
- Documents original version (auto): _____
- Prepared by (auto): _____
- Division/Department: _____
- Network User's Employment Number (auto): _____
- User Passwords and log in verification (auto): _____
- Client name: _____ (drop down menu)
- Client #: _____ scan match the client name
- Project #: _____ scan client name and client #
- Purpose of document (drop down box): _____
- Date (auto): _____
- Time (auto): _____
- Document Version Number: _____
(auto if you use Save As command)
- Authoritative version: Yes No
- Cross referenced to: (List document codes in drop down menu, click menu for further information)
- Type of documents (drop down menu): _____
(Legal, Correspondence, Personnel, Accounting, Finance, Other)
- Notes: _____

At the bottom of the window, there is a status bar with three buttons: "previous", "next", and "print". The date "10/20/98" is displayed on the right side of the status bar.

Replacement Sheet

Figure 8C

Email Tag

File Edit Message Transfer Mailbox Settings Special Help

View Tag

Help

Support Services

How To

Reference Code: _____

Client name _____ (drop down menu)

Client # _____ scan match the client name

Project # _____ scan client name and client #

Purpose of document (drop down box) _____

Date (auto) _____

Time (auto) _____

Software used (auto) _____

Software version (auto) _____

Workstation of origin (auto) _____

Documents original version (auto) _____

Prepared by (auto) _____

Passwords and log in verification (auto) _____

Document Version Number _____

(auto if you use Save As command)

Authoritative version Yes No

Cross referenced to: (List document codes in drop down menu, click menu for further information)

Type of documents (drop down menu) _____

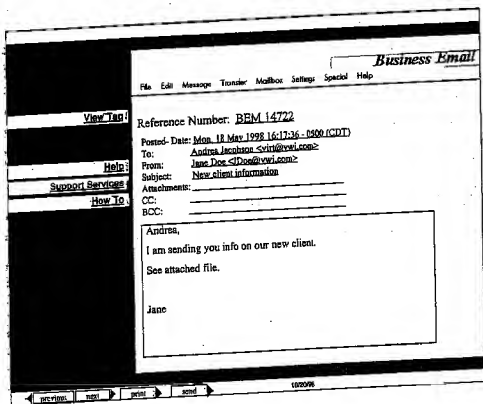
(Legal, Correspondence, Personnel, Accounting, Finance, Other)

Notes: _____

previous next print 100000

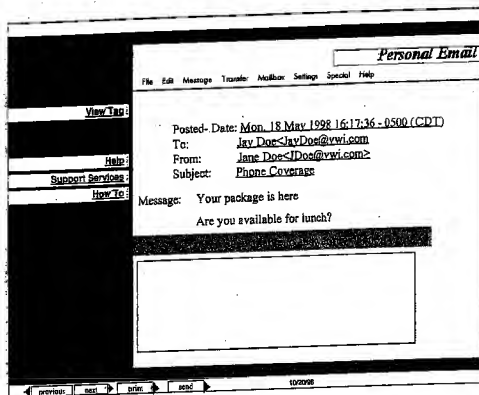
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Figure 9



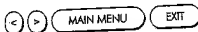
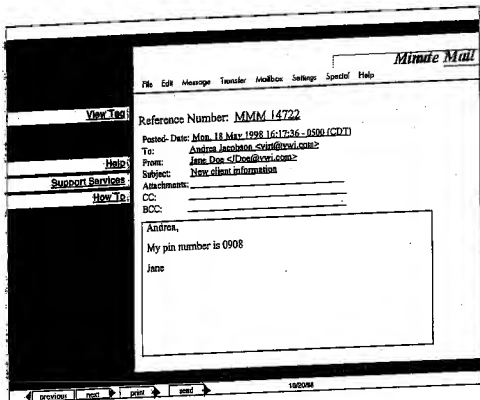
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Figure 10



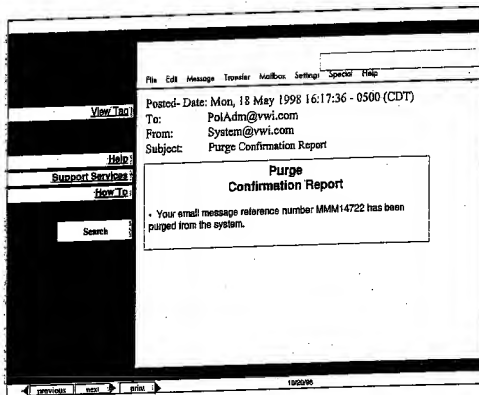
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Figure 11



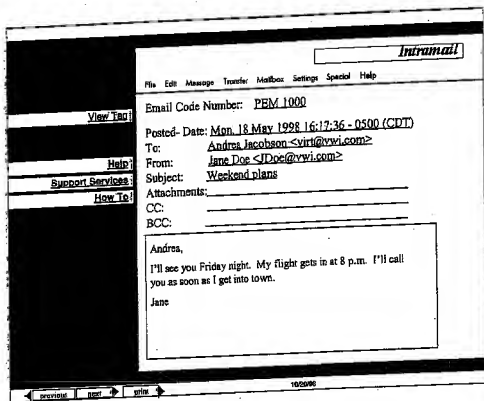
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Figure 12



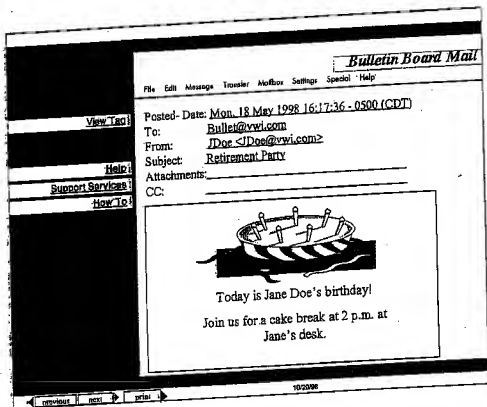
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Figure 13



Replacement Sheet

Figure 14



Replacement Sheet

Figure 15

The screenshot shows an email client window titled "E-Proposal". The menu bar includes "File", "Edit", "Message", "Transfer", "Mailbox", "Settings", "Special", and "Help". On the left is a sidebar with buttons: "View Tag:", "Help:", "Support Services:", and "How To:". The main content area displays an email with the following details:

Reference Number: Pro 14722
Posted-Date: Mon, 18 May 1998 16:17:36 -0500 (CDT)
To: Andrea.jacobson@vri.com>
From: Jane.Doe<JDoe@vri.com>
Subject: Project proposal process & information
Attachments: E-Proposal
CC: _____
BCC: _____

The email body contains the following text:

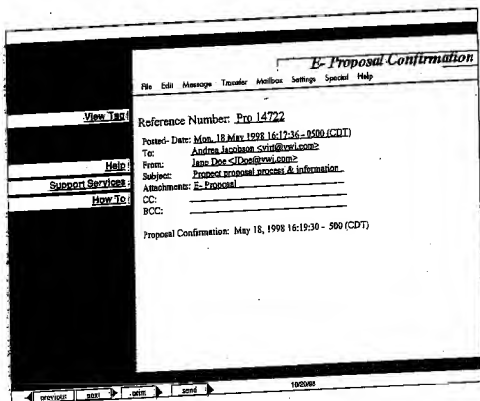
Andrea,
Attached is a cover letter explaining our e-proposal and contract policies, procedures and terms. Please review the attachment carefully and contact us if you have any questions or concerns.
We look forward to working with you.

Jane Jones
Account Manager

At the bottom of the window is a toolbar with buttons: "previous", "next", "print", "send", and "refresh".

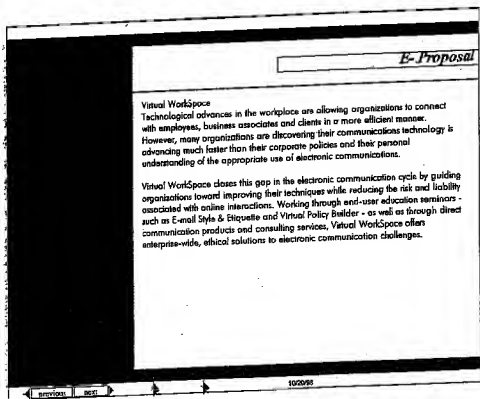
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Figure 16



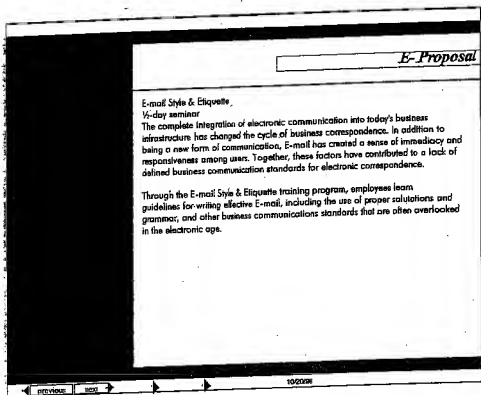
Replacement Sheet

Figure 17



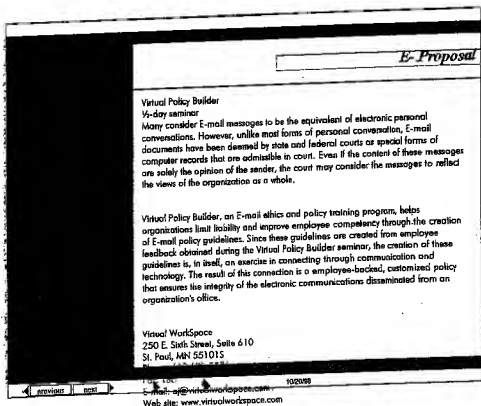
Replacement Sheet

Figure 18



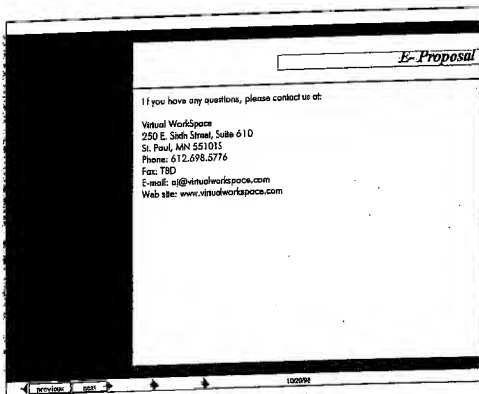
Replacement Sheet

Figure 19



Replacement Sheet

Figure 20



Replacement Sheet

Figure 21

The image shows a screenshot of a web-based form titled "E-Proposal". The form is divided into two main sections: "Virtual Workspace" and "Recipient".

Virtual Workspace

Signature : _____
Title : _____
Date : _____

Recipient

Signature : _____
Title : _____
Date : _____

After you have signed the proposal, simply click on the send icon to return the proposal to our organization.

At the bottom of the form, there is a navigation bar with the following elements:

- Navigation arrows: back, forward, search, print, etc.
- Page number: 10/2098

Replacement Sheet

Figure 22

Electronic Contract Tag

File Edit Message Transfer Mailbox Settings Special Help

View Tags

Help

Support Services

How To

Date and time proposal was sent (auto) _____

Date and time proposal was received (auto) _____

Date and time proposal was opened (auto) _____

Date and time proposal was accepted (auto) _____

Account Manager _____

Workstation of origin (auto) _____

Documents original version (auto) _____

Prepared by (auto) _____

Passwords and log in verification (auto) _____

Type of documents (drop down menu) _____
(Legal, Correspondence, Personnel, Accounting, Finance, Other)

Client name (drop down menu) _____

Client # _____ scan match the client name

Project # _____ scan client name and client #

Purpose of document (drop down box) _____

Date (auto) _____

Time (auto) _____

File in box for text notes _____

Document Version Number _____
(auto if you use Save As command)

Authenticative version Yes No

Cross referenced to: (List document codes in drop down menu, click menu for further information)

previous next print

100098

Replacement Sheet

Figure 23

Email Tag

File Edit Message Translator Mailbox Settings Special Help

View Tag!

Help!

Support Services:

How To!

Software used (auto) _____

Software version (auto) _____

Other storage media _____

Workstation of origin (auto) _____

Documents original version (auto) _____

Prepared by (auto) _____

Passwords and log in verification (auto) _____

Type of documents (drop down menu) _____
 (Legal, Correspondence, Personnel, Accounting, Finance, Other)

Client name _____ (drop down menu)

Client # _____ scan match the client name

Project # _____ scan client name and client #

Purpose of document (drop down box) _____

Date (auto) _____

Time (auto) _____

Fill in box for text notes _____

Document Version Number _____
 (auto if you use Save As command)

Authoritative version Yes No

Cross referenced to: (List document codes in drop down menu, click menu for further information)

← previous
next →
print
10/25/98

Replacement Sheet

Figure 24

The screenshot shows a web application interface. On the left is a dark sidebar with a vertical list of links: [View Tag](#), [Help](#), [Support Services](#), and [How To](#). The main content area has a title bar that says *Requesting Email*. Below the title bar is a menu bar with the following items: [File](#), [Edit](#), [Message](#), [Transfer](#), [Mailbox](#), [Settings](#), [Spells](#), and [Help](#). The main text of the page reads: "Please fill in the form to request an archived email". The form contains the following fields and instructions:

- Name:
- Email Address:
- Division/Department:
- User Access Code:
- Purpose of email request:
- Enter the email reference number (drop down menu):

Below the form fields, there is a paragraph: "If you do not know the reference code of the email you want to request, you may want to search for the email." and a [Search](#) button.

At the bottom of the window, there is a status bar with navigation buttons: [previous](#), [next](#), and [print](#), followed by the text "1005/06".

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Figure 25

The screenshot shows a software window titled "Email Search". The interface includes a menu bar with "File", "Edit", "Message", "Transfer", "Mailbox", "Settings", "Special", and "Help". On the left is a dark sidebar with buttons for "View Tag", "Help", "Support Services", "How To", and "Search". The main area contains several input fields for search criteria: "Workstation of Origin", "Keyword Search", "Application used to create the email", "Client Name", "Processed by", "Date of email receipt", "Project #", and "Date of creation". At the bottom, there are navigation buttons for "previous", "next", and "print", along with a date display showing "10/29/93".

Email Search	
File Edit Message Transfer Mailbox Settings Special Help	
View Tag	Workstation of Origin
Help	Keyword Search
Support Services	Application used to create the email
How To	Client Name
Search	Processed by
	Date of email receipt
	Project #
	Date of creation
previous next print	10/29/93

Replacement Sheet

Figure 26

The screenshot shows a software window titled "Email Search". On the left is a dark sidebar with a "Search" button and a list of search criteria: "View Tag", "Help", "Support Services", and "How To". The main area contains a menu bar with "File", "Edit", "Message", "Transfer", "Mailbox", "Settings", "Special", and "Help". Below the menu bar are ten search criteria, each with a corresponding text input field:

- Email Version Number
- All related files or electronic records
- All emails from same organization
- All parts (volumes) of a file folder
- All emails from the same person
- Email on a file
- All transactions per client/project
- Electronic records attached to the email
- To whom

At the bottom of the window is a status bar with "previous", "next", "print", and "refresh" buttons.

Replacement Sheet

Figure 27

